

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN SYSTEM OF CARE
CHILD WELFARE DIVISION**

TRANSFER OPPORTUNITY



Senior Secretary III

The Child Welfare Division (CWD) of the Children's Systems of Care Bureau is seeking to hire a Senior Secretary III to provide assistance to the Mental Health Clinical Program Manager III of the division. Roles and responsibilities will be primarily related to support for activities related to the Wraparound program and the DMH staff co-located at the DHS Medical Hubs.

EXAMPLE OF DUTIES:

- Provides administrative support to the Mental Health Clinical Program Manager III and other managers as needed.
- Screens telephone calls, provides information to the callers, transfer caller where best can be helped, and takes messages.
- Makes appointments and arranges meetings as well as conference calls.
- Prepares notices of meetings, generates agendas, and organizes meeting materials.
- Prepare all inter office memos, letters, Board response letters, agendas, reports or any typing of documents as needed.
- Reviews/edits the formatting, grammar, and content of documents submitted.
- Prepares documents for signature and distributes approved documents.
- Processes and organizes daily mail for the Supervisor.
- Gather data for general information purposes or special reports as needed.
- Assist division staff with all documentation needs as processing of mileage, network requests, claim reimbursements, travel request, etc.
- Other assignments as directed by the Mental Health Clinical Program Manager III.

DESIRABLE QUALIFICATIONS:

- Strong organizational skills.
- Excellent verbal and written communication skills.
- Flexibility and willingness to alter planned work flow.
- Ability to work as a team member.
- Ability to multi-task throughout the day.
- Skilled in working with MS Office, i.e., Word, Excel, PowerPoint, and Outlook.

Interested applicants who are currently holding the payroll title of Senior Secretary III may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on September 29, 2016, to:**

Ms. Annie Haratounian

Telephone: (213) 739-5465

AHaratounian@dmh.lacounty.gov

600 S. Commonwealth Ave., 6th floor, Los Angeles, CA 90005